



CITY OF ATLANTA

Job Announcement

BUSINESS MANAGER **(PARKS, RECREATION & CULTURAL AFFAIRS)**

STARTING SALARY: \$54,769

Negotiable up to \$64,859

Salary Grade: 32

Applications Accepted From: December 1, 2003 until December 19, 2003

Minimum Job Requirements*

The competencies for this classification may be gained through a Bachelor's degree from an accredited institution with a major in Business Administration, Public Administration, Finance, HR Management, or a related field and five years of professional business management or human resources experience in at least two of the following functional areas: staffing, labor relations, operations management, Worker's Compensation, policy development, budget management; performing financial analysis and research; supervising payroll, purchasing, invoicing, and payment control processes. Two years of supervisory experience is required. Any combination of education and experience that provides the requisite competencies for this job will be considered.

Distinguishing Features Of The Classification:

The fundamental features of this classification are to assist the Commissioner of Parks, Recreation and Cultural Affairs in planning, organizing and managing a wide variety of human resources, budget, finance, grants, accounting, payroll, purchasing, contracting and other activities necessary to support the business affairs of the department. The incumbent supervises and participates in studies of departmental operational and administrative processes and practices to identify process, productivity and cost improvements; recommending changes to improve productivity and service delivery while reducing costs. Supervision is exercised over clerical, paraprofessional, technical, professional, and/or supervisory employees. The incumbent exercises considerable initiative with wide latitude for independent judgement.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE DEPARTMENT OF PARKS, RECREATION & CULTURAL AFFAIRS FOR EMPLOYMENT CONSIDERATION.

THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

*Verification required prior to appointment.

11/25/2003

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